



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Fire Alarm Drill

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POLICY

It is the policy of Community Living Thunder Bay that monthly fire alarm drills be conducted for all homes, the W.J. Griffis Children's Centre, and the Monty Parks Centre. Semi-Annual fire alarm drills are to be conducted for the Dease St. Administration Office.

PURPOSE

To ensure that all staff and people supported are familiar with the fire alarm procedure.

RESPONSIBILITY

It is the responsibility of all staff to know the Fire Alarm Drill policy and procedure.

It is the responsibility of the Executive Director to post the Fire Alarm Drill policy and monitor CLTBs compliance to the policy and procedure.

It is the responsibility of the Team Leader(s) to ensure Fire Alarm Drills are conducted monthly in all of their assigned homes.

It is the responsibility of the Supervisor of the W.J. Griffis Children's Centre to ensure Fire Alarm Drills are conducted monthly in the W.J. Griffis Children's Centre.

It is the responsibility of the Community Services Coordinator at Monty Parks to ensure Fire Alarm Drills are conducted monthly at the Monty Parks Centre.

It is the responsibility of the Director of Finance & Property to ensure fire alarm drills are conducted semi-annually in the Dease Street Administration Office.

GENERAL MANUAL PROCEDURE

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ALL HOMES, MONTY PARKS, and GRIFFIS CENTRE PROCEDURE:

- 1) Notice of the fire drill should be given to staff before proceeding.
- 2) If the fire alarm system is connected to a monitoring agency, the manager must notify the fire alarm monitoring agency before the drills and arrange for qualified personnel to activate and reset the fire alarm system.
- 3) Initiate the fire alarm or signal to begin the fire drill. Treat this as a real fire and proceed with evacuation procedures immediately.
- 4) Follow the site specific Fire Safety Plan.
- 5) During the drill, educate the people supported to follow proper procedures in order to become as independent as possible when the alarm sounds.
- 6) Staff will ensure all individuals are accounted for in the safety zone.
- 7) If the site specific plan recommends the fire department evacuates people supported, ensure staff are able to give details and directions for the fire department.
- 8) When the evacuation has been successfully completed and all individuals accounted for, everyone may return to the building.
- 9) Document the Fire Drill information on the current month's Fire System Checklist.

DEASE ADMINISTRATION OFFICE PROCEDURE:

- 1) Advance notice may not be given for all fire drills. Attempts shall be made to be courteous to staff and visitors in the building.
- 2) The Emergency Page procedure will be initiated stating "FIRE in ____"
- 3) Treat this as a real fire and proceed with evacuation procedures immediately.
- 4) Follow the Evacuation Plan for the Administration office.
- 5) All staff are responsible for the safety of supported persons visiting the building, assist these individuals in evacuation if needed.
- 6) The Section Coordinators will ensure staff are accounted for in the emergency meeting place and report to the Evacuation Coordinator.
- 7) Section Coordinator 3 (Reception) will also take the Visitor Sign-in book to ensure visitors are accounted for and report to the Evacuation Coordinator.
- 8) When the evacuation has been successfully completed and all individuals accounted for, the Evacuation Coordinator will give the 'All Clear' to return to the building.
- 9) The Human Resources Advisor for Health and Safety shall complete a record of the Fire Drill including time and date of the drill, number of individuals evacuated, section coordinators present, the length of time the drill took to complete, and note any difficulties or complications.